



# North Horsham Parish Council

## TRAINING AND DEVELOPMENT POLICY

*This policy was prepared using the SALC Model policy January 2018 and updated to comply with General Data Protection Regulations July 2018. Updated July 2022.*

### **1. Introduction**

- 1.1 The council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services, and will seek to create a culture of continuing development to enable staff and councillors to achieve their full potential.
- 1.2 The council will comply with the principles of the National Training Strategy for Town and Parish Councils and will subscribe to the West Sussex Association of Local Councils (WSALC) and Society of Local Council Clerks (SLCC) to ensure staff and councillors may attend their training. Training may be provided by a range of appropriate bodies including Horsham District Council, West Sussex County Council and other external training providers.

### **2. Policy Commitments**

- 2.1 The council commits to providing opportunities for staff and councillors to be trained to maintain high standards within the council and to be kept up to date with new legislation.
- 2.2 To support this commitment, funds will be allocated in the annual budget to enable staff and councillors to attend appropriate training and conferences relevant to their office.

### **3. Training Requirements**

- 3.1 The council will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.2 All new councillors will be invited to attend an induction meeting with the clerk and chairman of the council. Following the four yearly elections both new and re-elected councillors will be invited to this meeting.
- 3.3 All new staff will receive induction training based on ACAS good practice.

- 3.4 Ongoing training identified as part of the appraisal process, through changes in legislation or working practices or through any other means will be reported to the next relevant committee or council meeting. All training must be relevant, fit for purpose and carried out in a cost-effective manner. Consideration will be given to carrying out training locally and possibly in liaison with other local councils.

#### **4. Professional Qualifications**

- 4.1 All staff members will be encouraged to pursue professional qualifications appropriate to the needs of the parish council and relevant to the individual's role. Each request for professional qualifications will be considered on an individual basis.
- 4.2 It will be a requirement of the clerk's role to hold the Certificate in Local Council Administration (CiLCA) qualification or equivalent, or commit to achieving it within two years of appointment.
- 4.3 If approved by the council, the financial cost of registering for and submitting the CiLCA portfolio will be paid by the council. The council will financially support appropriate training for CiLCA and the cost to re-submit once if a candidate is unsuccessful. Travel expenses will be paid in accordance with the council's current Policy.
- 4.4 Additional higher-level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal or in the case of a councillor must be discussed informally with the clerk and chairman of the council prior to being put forward for consideration by the council. The council may agree to meet the cost, or part thereof, of a qualification which will be of mutual benefit to both the council and staff member.

#### **5. Staff Personal Development**

- 5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.
- 5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council, and the staff member will be expected to use their new or improved skills in their existing role within the council.
- 5.3 Where the cost of the personal development training course exceeds £500, the staff member will repay to the council the full cost of the training if they leave the employment

of the council within 12 months of completion of the training. Agreement to this condition will be recorded in the staff member's file.

- 5.4 Where the cost of the personal development training course exceeds £1,000, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.
- 5.5 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

## **6 Evaluation of Training**

- 6.1 The Clerk will keep records of all training of staff and councillors.
- 6.2 Councillors and staff are encouraged to share the knowledge gained and to circulate training presentation papers for in-house use. They are also encouraged to provide feedback on the value and effectiveness of the training undertaken highlighting the implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the parish council.

## **7. Data Protection Training**

- 7.1 North Horsham Parish Council ensures that those with day to day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice are able to demonstrate the competence in their understanding of the GDPR and good practice, and how this should be implemented within North Horsham Parish Council.
- 7.2 The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.
- 7.3 North Horsham Parish Council also ensures that these staff members remain informed about issues relating to the management of personal information, where appropriate by contact with external bodies. North Horsham Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk)).

- 7.4 North Horsham Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with North Horsham Parish Council's procedures, taking into account any related security requirements.
- 7.5 All employees/ staff are given training to enable them to process personal information in accordance with North Horsham Parish Council's procedures. The training is relevant to the role that each employee performs within North Horsham Parish Council.
- 7.6 The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across North Horsham Parish Council's business cycle.

## **8. Policy Adoption and Review**

- 8.1 The Statement of Intent as to Training was first approved by council in January 2011 and has subsequently been revised and updated.
- 8.2 The policy will be reviewed by full Council by July 2026

**4<sup>th</sup> July 2024**